

# How to maximise productivity & manage teams in unsettling times

## Interactive virtual workshop

These are not normal times. Many of us are working remotely for the first time or working from home under different circumstances with all our family around us or no-one at all.

We are operating under alternative work schedules and locations. External preoccupations may make it more difficult to concentrate. Unable to do so many of the things we would normally do outside of work, means the work/life space and balance is blurred.

So how can we stay sane and productive? How can we manage our virtual teams in these testing times? What measures can we put in place to make sure we get the most out of the working day with the least amount of stress? What practical steps, tools and culture do we need to build to carry on and keep working.

(Must complete the pre-course questionnaire ahead of the training)

## Introduction & Wants

### Take a look at your new office

- Discussion and exercise over essentials for your new workspace
- Remote work policy checklist – Are you covered?

## Managers Communications Plan

- Setting clear objectives
- Measuring impact and outcomes
- Feedback loops
- Knowing your team
- Exercise & Discussion: What needs to change for virtual working?

## Planning the working day

- Exercise and discussion: Dos and Don'ts
- Structure
- Exercise: Finding the balance
- Managing meetings
- Tips and tools

## Culture

- Exercise and discussion over promoting your business' working culture
- How to build trust
- Coping strategies for working under stress
- Tone
- Flexibility and fun

## Tools

- Helpful tools
- Share and compare